Part 3

2011

Truck Carrier FLEET Tool Data Entry Guide

Part 3: DATA ENTRY GUIDE

This guide is Part 3 of a three-part series designed to help your company participate fully in the SmartWay Transport Partnership.

In Part 3, you will learn how to enter the company and fleet data you collected using Part 2 into the SmartWay Truck Carrier FLEET Tool. This guide covers:

1. Downloading and setting up to tool to run properly
2. Basic organization of the SmartWay Truck Carrier FLEET Tool
3. Entering your data
4. Data validation
5. Viewing fleet performance summary data
6. Submitting data to SmartWay
7. Troubleshooting the tool

⚠ WARNING!

Completing this tool requires a considerable amount of information about your company, the divisions that are joining SmartWay, and the fleets within those divisions. There are many sections and screens to complete for each fleet that you operate. While you will have the ability to save your tool along the way and return to it at anytime, we STRONGLY ENCOURAGE you to review Part 1 to understand key information about joining the partnership and use Part 2 of this series to learn about the data requirements and gather your data BEFORE attempting to use Part 3 to complete the tool.

Downloading and Setting up the Tool

About Microsoft Excel

Microsoft Excel is an electronic spreadsheet program used for storing and manipulating data. The SmartWay Truck Carrier FLEET Tool was built using Microsoft Excel Forms.

Downloading the SmartWay Truck Carrier FLEET Tool

 The tool can be downloaded from the SmartWay website at:
http://epa.gov/smartway/partnership/trucks.htm

Please save the tool in a folder on your hard drive; this folder will house copies of your data and future updates.

Security Settings for the SmartWay Tools

The following instructions should appear on your screen *if* you need to change your security settings before running the tool.

Excel 2003 Users

Before you begin, be sure to set your Excel security setting level to "Medium."

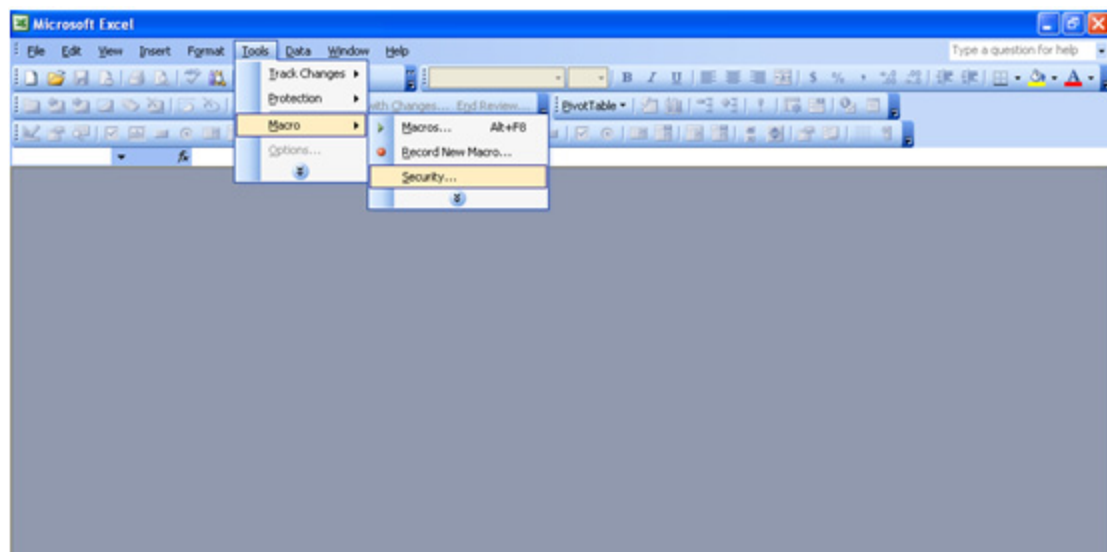1. When using Excel 2003, on the menu bar, go to *Tools → Macro →Security Level*.

Figure 1: Macro Drop-Down Menu
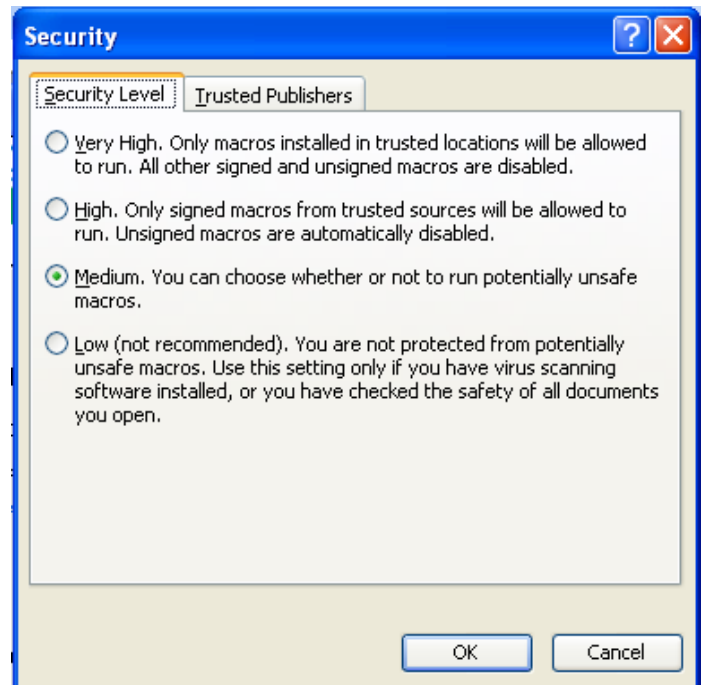
2. When that window opens, click Medium.

Figure 2: Security Dialog Box

To run the tool:

1) Save the tool to your computer in a folder on your hard drive; and,

2) Double-click on the file to open the tool.

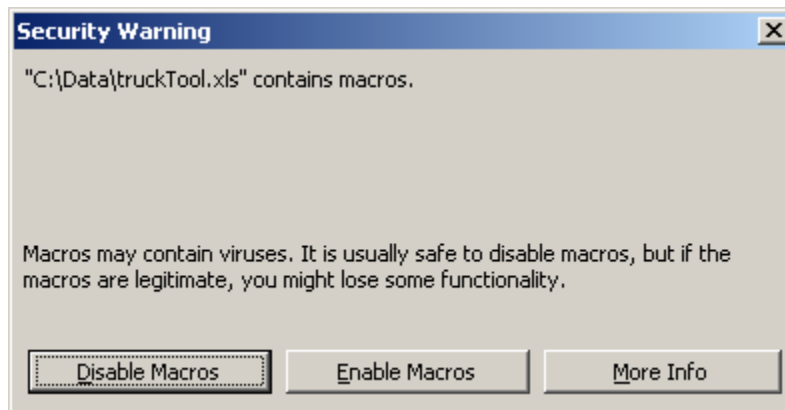You will see a security warning box appear (**Figure 3**).

Figure 3: Security Warning Box

3) Click on the **Enable Macros** button in the security warning box. The following screen (**Figure 5**) should appear:
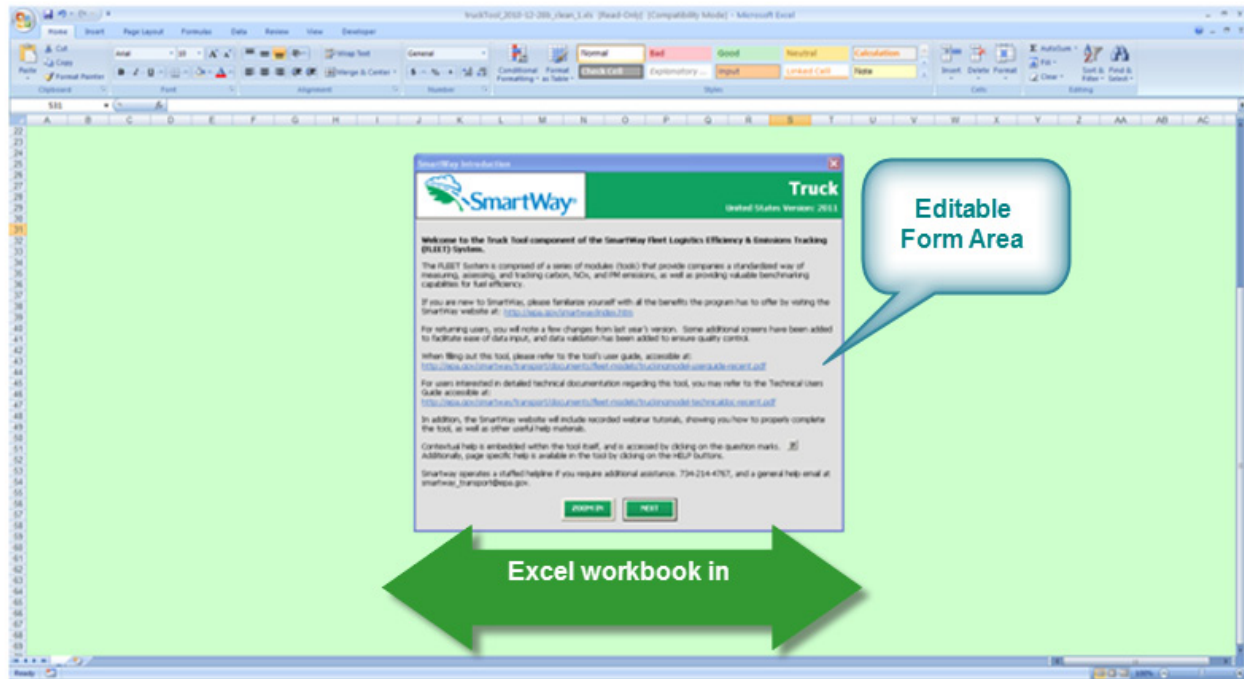

Figure 4: Truck Carrier FLEET Tool Welcome Screen

The part of the tool that you fill out resides in the gray, blue, and dark green forms that appear on the screen. The Excel workbook that remains in the background – and which normally appears as a light green screen as in **Figure 4** – is where all of the data you enter is actually stored. However, for the purpose of your data entry, please disregard the background workbook.

Security Settings for Excel 2007 Users

The default settings for Excel 2007 should enable you to run the tool without any changes. To run the tool:

1) Save the tool to your computer; and,

2) Open the file, and click the "Options…" button that appears after the Security Warning just below the menu bar (**Figure 5**). Detailed instructions are also provided on the screen itself.
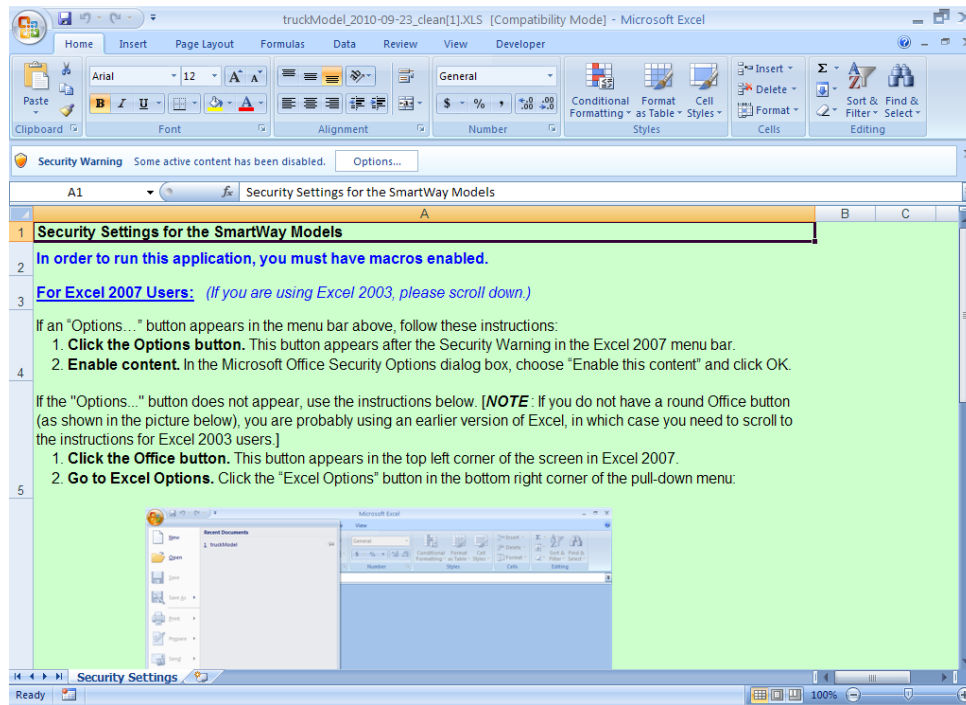
Figure 5 Security Warning Screen

3) In the Microsoft Office Security Options dialog box (**Figure 6**), choose "Enable this content" and click **OK**.

Figure 6 Security Options Dialogue Box

If you reach this point and the tool does not open, please review the "**Software and Hardware Requirements**" on Page 7 of Part 1 of the guidance series. Otherwise, you may have your security set too high. To adjust your security settings, click the **Office** button (in the top left corner of the screen) and then click the "Excel Options" button in the bottom right corner of the pull-down menu (**Figure 7**):
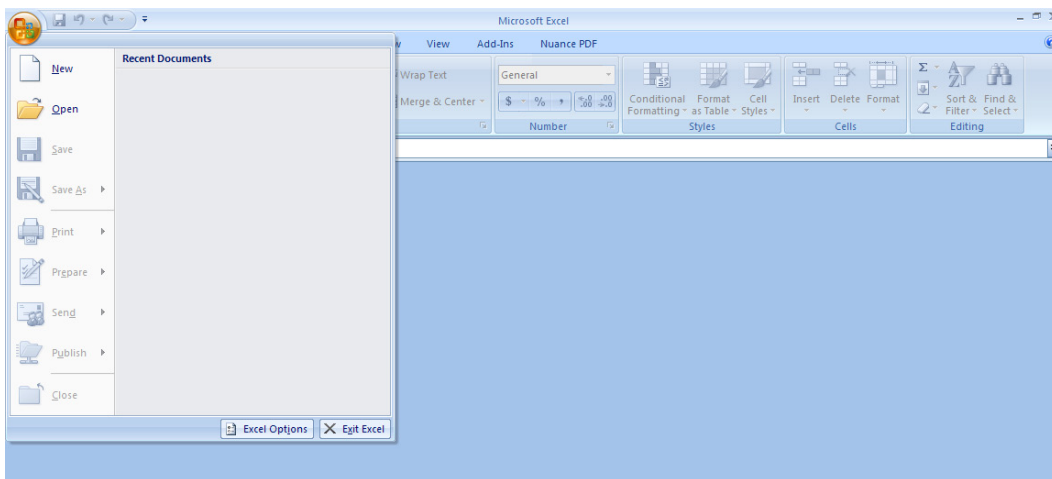
Figure 7 Excel Options Drop-Down Menu

On the Excel Options screen, click on **Trust Center** in the left navigation bar (**Figure 8**):
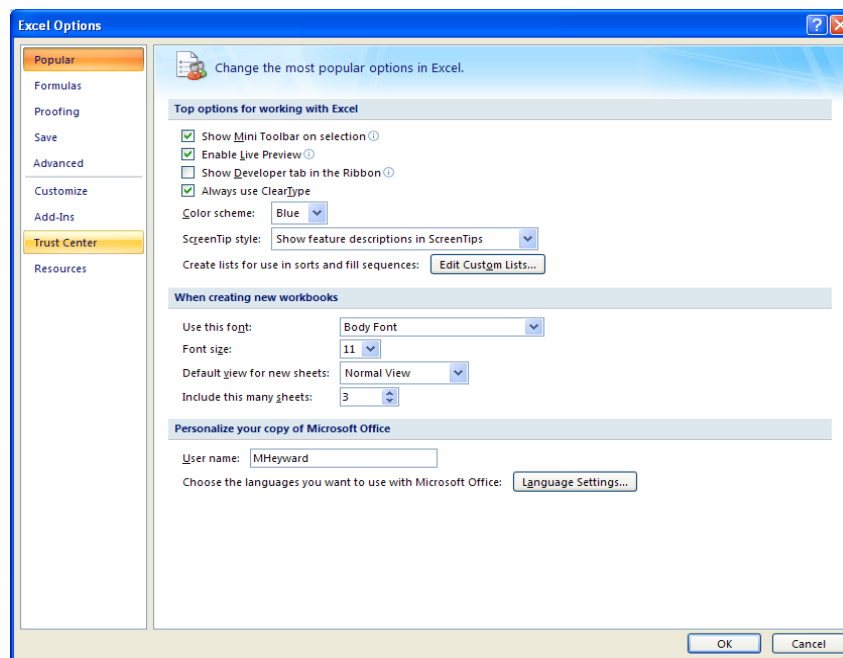
Figure 8 Excel Options Drop-Down Menu

When the Trust Center options display opens, click on **Trust Center Settings** in the bottom right portion of the screen (**Figure 9**):
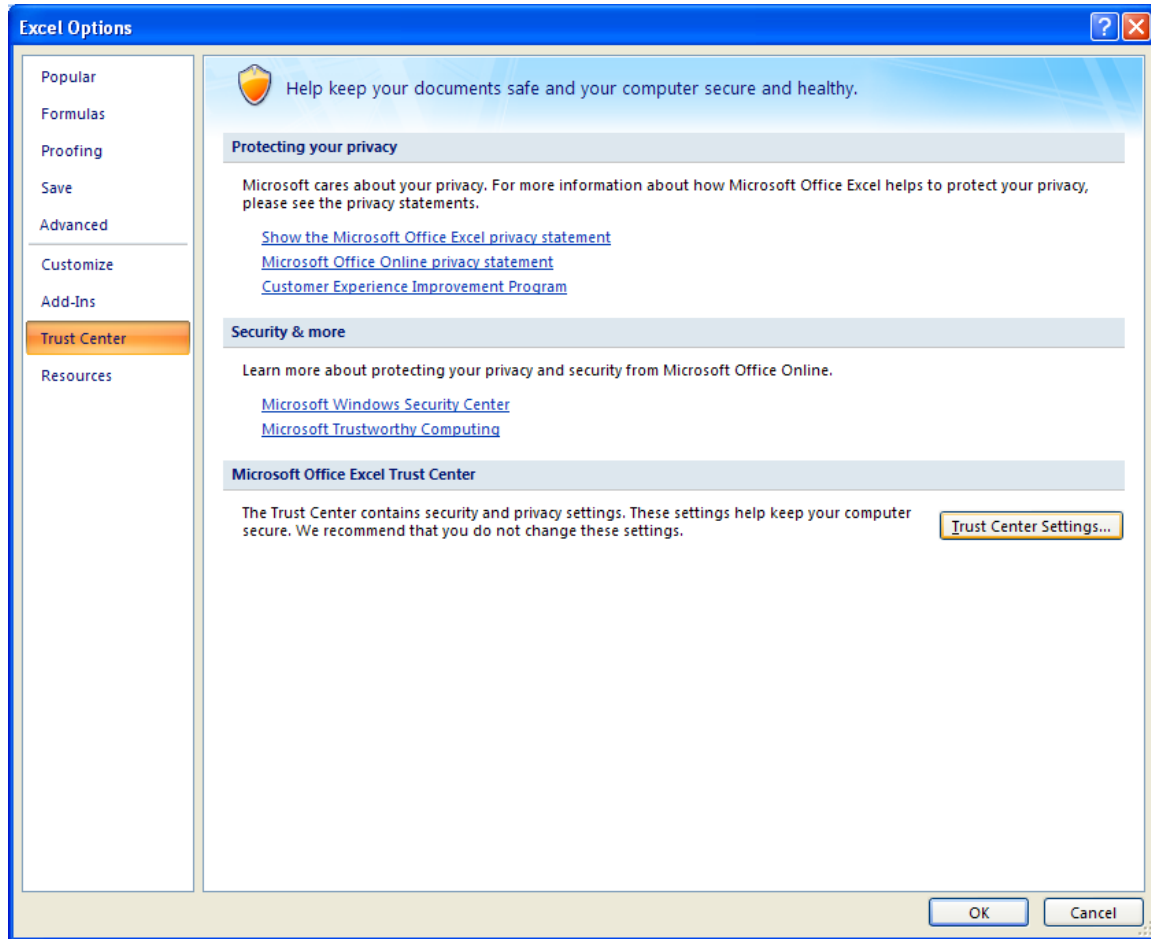
Figure 9 Trust Center Settings Screen

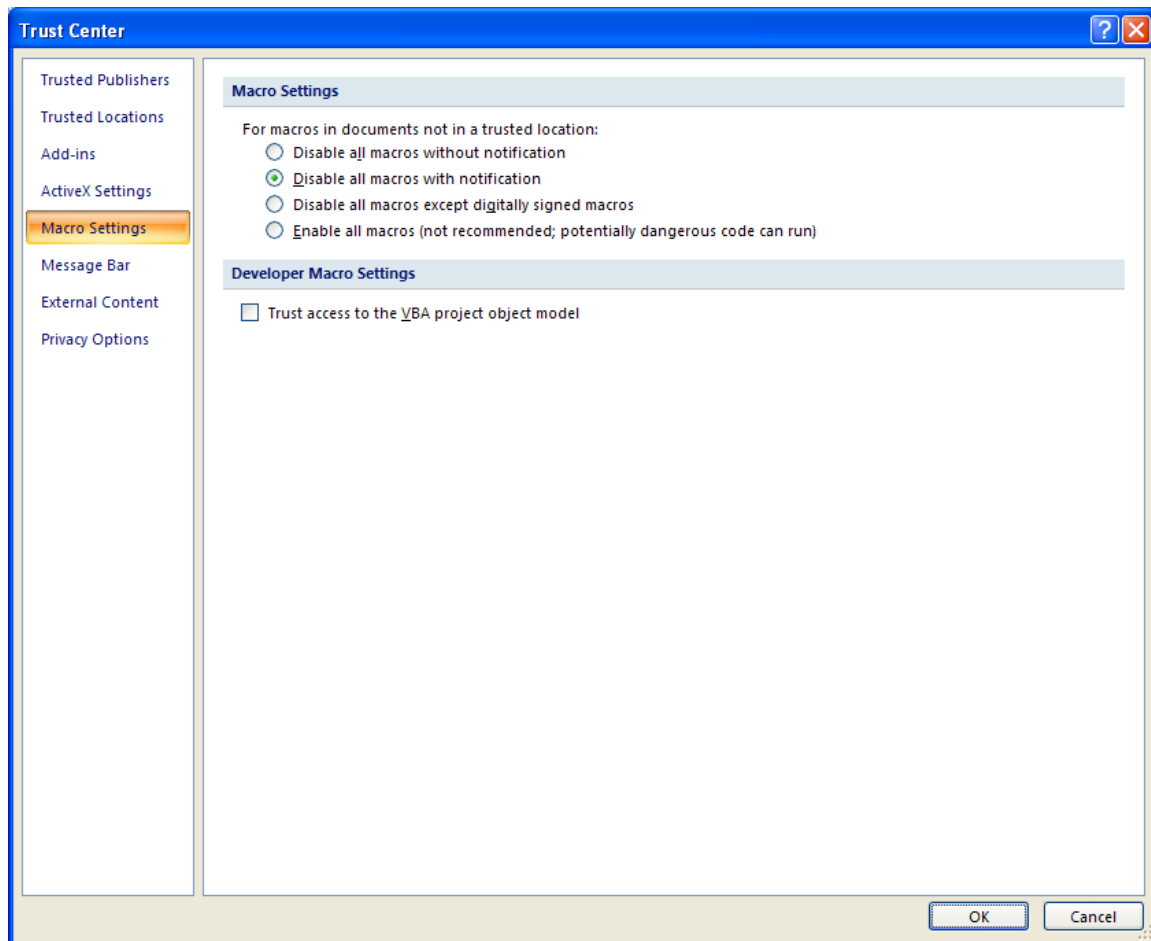Choose the setting "Disable all macros with notification" (**Figure 10**) and click **OK**.

Figure 10 Macro Settings Screen

Now return to the directions on page 3.

Basic Organization of the SmartWay Truck Carrier FLEET Tool

Understanding the Tool Format and Structure

The SmartWay Truck Carrier FLEET Tool is organized around (1) information screens, (2) forms or worksheets, and (3) reports/summaries that guide you through the process joining the SmartWay Transport Partnership and/or providing your annual update to maintain your good standing with the program.

Each screen or form opens up within a Microsoft Excel spreadsheet. The screens generally look like the one shown here:
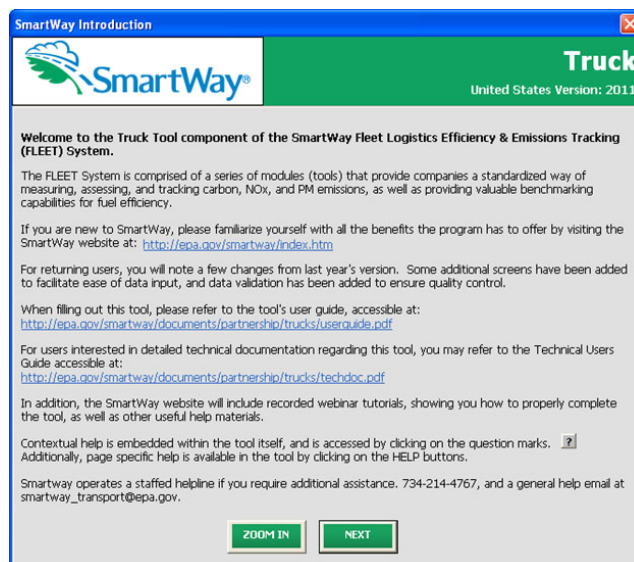
Figure 11 Screen Shot of Opening Screen of Truck Carrier FLEET Tool

The name of each form appears at the top left-hand corner of the screen, in white text on the blue window bar.
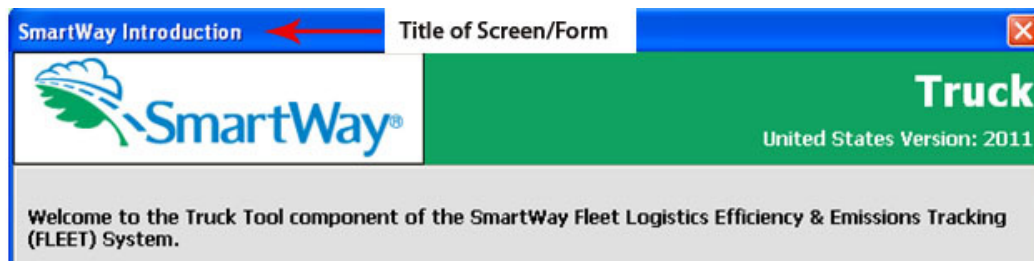
Figure 12 Screenshot of Title of Screen/Form

Each screen contains text instructions or information about the program. Where applicable, the screen will also include links to the SmartWay website or other sections of the tool (e.g., the various data entry screens); these links will be underlined and shown in blue text.

Figure 13 Screenshot of Links in the Tool

The screens also contain navigation buttons to direct you through the tool.

Figure 14 Screenshot Navigation Buttons in the Tool

When new concepts/ topic are introduced on a screen, a small question mark ([?]) appears next to it. When you click on the question mark, you will find additional definitions of terms or instructions to help you complete the screen properly.

Reviewing the Introductory Screens

Before you reach your data entry section of the tool, you will move through three introductory pages that allow you to review the basics of participation in SmartWay for truck carriers:

- **The "SmartWay Introduction" Screen**
- **The "Partnership Agreement" Screen**
- **The "Is this the Right Tool for Me?" Screen**

The features of these three screens are described below.

The "SmartWay Introduction" Screen

The SmartWay Introduction screen is the first window that appears when the tool is opened (Figure 11). This screen contains links to the SmartWay website where you can view and download additional information about the program, the tool, and the technical basis for the calculations in the tool.
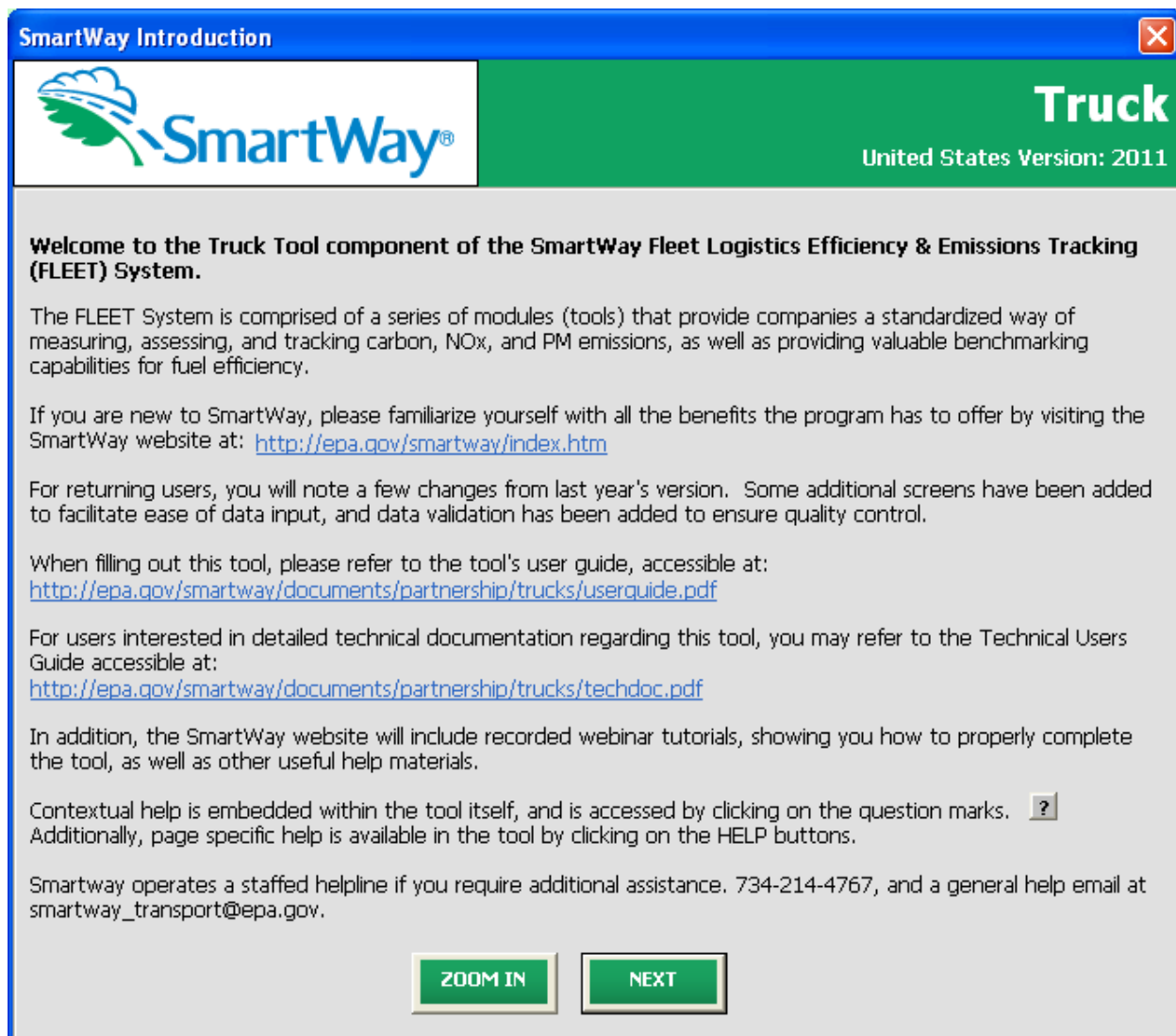
Figure 15: SmartWay Introduction Screen

For your convenience, links to these resources are included here:

- General SmartWay information:
    o http://epa.gov/smartway/index.htm
- SmartWay Tool information:
    o http://epa.gov/smartway/transport/index.htm
- Technical documentation:
    o http://epa.gov/smartway/documents/partnership/trucks/techdoc.pdf

The "SmartWay Partner Agreement" Screen

Figure 16: SmartWay Partner Agreement

After clicking the **NEXT** button on the **SmartWay Introduction** screen, the **SmartWay Partner Agreement** will appear.   This screen replicates the agreement language found in Part 1 of this users guide series.

Submitting a SmartWay Truck Carrier FLEET Tool to EPA constitutes agreement to all terms in the Partnership Agreement, so please review this screen or the text version in Part 1 of this users guide series *before* sending your tool to EPA.

To reach the data entry sections of the tool, you must agree to this language to join the SmartWay Transport Partnership by clicking check box at the bottom left.

SmartWay Truck Carrier FLEET Tool submissions are due on an annual basis; therefore, when you submit your tool each year, this will constitute your renewal of your partnership agreement. **Failure to send your annual tool update will constitute a violation of the terms of the agreement and will result in immediate removal of your company name/fleet from the SmartWay partner list.**

⚠️ **NOTE:** *While in the past, SmartWay supported a lengthy warning process for partners that were delinquent submitting their partnership materials; however, due to the large number of partners currently joining and submitting materials to SmartWay, this level of customized service can no longer be supported.*

The "Is this the Right Tool for Me?" Screen

SmartWay offers several FLEET tools tailored for different business models and fleets. Most trucking companies will use the Truck Carrier FLEET Tool; however, it is advisable to review the checklist in Part 1 of the user guide series and/or this screen in the Truck Carrier FLEET Tool to make sure it is the best option for your operations.

This screen provides basic information on three SmartWay tools (Truck, Logistics, and Multi-Modal) appropriate for different types of trucking operations. Your choice of tool will depend primarily on the transport modes you utilized and the amount of business you contract to other companies.

Figure 17: Determining Which Tool is Appropriate for your Fleets

Once you have navigated through the three introductory screens, you will be taken to the SmartWay Truck Carrier FLEET Tool "Home" screen.

Navigating the "Home" Screen

Figure 18 displays the structure of the Home screen.

Figure 18: Main Tool Navigation or "Home" Screen

From the **Home** screen, you can:

1) Select your submission year and type (new baseline or update);
2) Fill out company and contact information;
3) Characterize your fleet(s) and create your fleet file(s);
4) Enter the required data for each fleet;
5) View results of your data entry; and
6) Create final version to submit to EPA.

There are six sections on the **Home** screen. Each section has links to additional screens or worksheets within the tool which are described below:

1. **Identify Reporting Year and Report Type:** Here you will select your reporting year for this submission and enter the submission type
2. **Enter Company and Contact Information**
   a. **Enter your Contact Information**: This link takes you to a screen that asks for general company contact information, a primary SmartWay point of contact, and an executive-level contact. Additional contacts may also be included.
3. **Define your Fleets**
   a. **Fleet Characterization**: On this screen you will define all the fleets your company operates and provide information describing the operation of those fleets. Once these parameters are defined, the software will automatically generate blank data entry forms for each fleet.
4. **Enter activity and fuel information for each of your fleets**
   a. **View or change the selected fleet**: This link will take you to a screen that asks for performance and fleet composition information necessary to calculate efficiency metrics for your fleet(s).
5. **View Output**: Here you can see final summaries of your data including:
   a. **View Fleet Performance Summary**: This link provides multiple options for viewing your performance data and can generate multiple reports for you.
   b. **Show Report of All Comments**: This link allows you to review any notes and comments made during the compilation of the different data inputs throughout the tool. These comments can provide a useful reference for documenting data sources and assumptions, as well as for preparation of subsequent year submittals. In addition, you can use this link to view questions and comments from your Partner Account Manager after they receive and return your data.
   c. **Year-to-Year Comparison Report**: This link allows you to compare previous year data entries to one another or to the data entered for the current year. The comparison reports provide a useful tool for performing quality control of

current data, as well as a method for evaluating trends in operation changes, activity levels and fleet performance over time.

 NOTE: The "Year-to-Year Comparison Report" only operates when all of your SmartWay Truck Carrier FLEET Tool files are stored in one folder.

6. **Create final version to submit via email to EPA:** This link allows you to send the tool as an Excel attachment in an e-mail to your Partner Account Manager (PAM). Clicking the **OK** button on this screen does not automatically submit the tool to EPA, so you need to save this in a folder on your hard drive and submit it to EPA by attaching it in an email.

Entering Your Data

The first four sections of the home screen must be completed in order, and comprise all the steps needed to complete your SmartWay Truck Tool. After they are completed, you can review your output and/or submit your tool to EPA.

Saving Your Data

After steps 1) and 2) above, the system will automatically save backup copies of your file. Also, at any stage of the process above, you can save the data you have entered by clicking the "Save Progress" button on the **Home** page.

Reviewing Your Data

The data reports provided by the Truck Carrier FLEET Tool are covered in detail in the part 3 of the user guide series which covers data entry and submission.

Entering Your Data

You must complete the first four sections of the home <u>in order</u>. The next four sections of this guide explain how to enter your data on each of the required and optional screens.

Section 1 Data Entry: Identify Reporting Year and Report Type

PLEASE REFER TO **WORKHEET #1 and 2: Company and Contact Information** to complete this section of the Truck Carrier FLEET Tool.

- Enter your reporting year using the drop down arrow.

- Using the radial buttons, select either "Baseline" or "Update for the reporting type.

Section 2 Data Entry: Enter Company and Contact Information

PLEASE REFER TO **WORKHEET #1 and 2: Company and Contact Information** to complete this section of the Truck Carrier FLEET Tool.

From the **Home** screen, select the blue text that says "Enter your contact information."

You will then be taking to the "Company and Contact Information" Screen. This screen will ask you to, provide the following information:

1.   Company Information
2.   Primary Contact information
3.   Executive Contact (Vice President or higher)
4.   Other Contacts

⚠ **Each field marked with an asterisk must be filled out.** You will not be able to submit the tool to SmartWay without this information.

Steps for Entering Company and Contact Information:

- **Enter the Company data** in section 1.
- **Enter the Primary Contact data** in section 2.
  In the Primary Contact shares the same address as the company, you may click the
  Use Company Address button to auto –populate the address section of this record.
- **Enter the Executive Contact Information** by clicking the
  Add/Edit Executive Contact button to the right; enter the required data.

  If the Primary Contact and Executive Contact are one in the same, simply check the
  ☐ Same as Primary Contact box to auto-populate the Executive Contact information.
- **Enter Other Contacts** (if applicable) by clicking the
  Add New Contact button. A new contact field will appear, labeled **Other Contact Information** (not pictured).

  Enter the first Other Contact then click **OK** when done.

  ⚠️ NOTE: In some cases, companies with multiple business units will gather information from different sources within the company. You may find it useful to have this additional contact information stored within the model.

You can add more names to the **Other Contacts** box by repeating this process. If you wish to edit an existing contact's information, highlight the name you wish to edit and then click the
Edit Selected Contact button.

You can remove an existing contact by highlighting the contact and then clicking **Delete Selected Contact**.

To make sure you have filled out all required contact information, click **VALIDATE SCREEN** at the bottom of the screen. If any information is missing, a dialogue box will appear informing you what additional information is required.
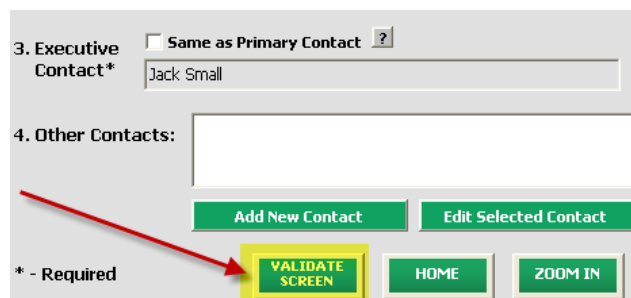
Next click the **HOME** button to return to the **Home** screen and go to section 3.

Automatic Backup Creation-Phase 1

After clicking **HOME** the tool will automatically save your tool as well as a backup copy, which will be given a suffix of "Phase1" to indicate that it was saved after the completion of step 1 of the process. The location of the backup copy will be displayed in the dialogue box.

Section 3 Data Entry: Define your Fleets

PLEASE REFER TO **WORKHEET #3A: Fleet Characterization (page 1)** to complete this section of the Truck Carrier FLEET Tool.

Next, on the **Home** screen click **Fleet Characterization** to display the **Fleet Characterization** screens. This is the section where you will define the various components of your fleet.

There are two tabs in the Fleet Characterization section of the tool:

1. Identify Fleets
2. Characterize Fleets

Tab 1: Identifying Fleets is shown below:

Steps for Completing "Identify Fleets" Tab:

Using data collected using Worksheet #3: Fleet Characterization, enter data for your first fleet:

- **Company/Division Name:** Enter the Company/Division name, with your company name first followed by your division name, exactly as you would like it displayed on the SmartWay website.

- **SCAC(s):** If your fleet has a SCAC, please input that information. While it is not required to enter SCAC information for each fleet, it will help shippers searching by those parameters in the SmartWay database to easily find your fleet for inclusion in their Shipper Tool.

- **MCN:** If your fleet has a Motor Carrier Number, please input that information. While it is not required to enter MCN information for each fleet, it will help shippers searching by those parameters in the SmartWay database to easily find your fleet for inclusion in their Shipper Tool.

- *Fleet Type:* For private company operations or dedicated contract service, enter "Private/Dedicated." Otherwise select "For-Hire."

- **95% Control:** Click the box if your company controls over 95% of the operation of each fleet, weighted by miles. "Control" means that you operate/route the fleet, regardless of ownership status. Control includes dedicated fleets that you operate for other parties. If you contract out more than 5% of the fleet's operation, the SmartWay Logistics Tool should be used for that fleet.

- **Fleet Contact:** Enter your division contact(s). Use the drop-down menu to display the list of contacts you entered in the Company and Contacts *screen* and select one. If there is a contact for the division that is not already listed in the Company and Contacts screen, you will need to go back to that screen to add the contact information.
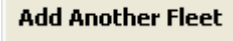
⚠️ *Remember to create separate fleets for each fleet your customers have discretion to hire.*

Example: You have a for-hire fleet, but you maintain specific contracts with a company, making part of your fleet essentially dedicated to that company. Given this scenario, you should be able to account for the mileage and fuel use for the for-hire portion of your fleet, as well as the dedicated portion.
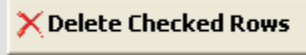
 According to your records, the portion of the fleet that is essentially dedicated accounts for 30% of your total mileage.

How to enter these Fleets in the Truck Carrier FLEET Tool: Define a fleet for your for-hire operations, and label it as such. Define a separate fleet for your dedicated operations and label it accordingly.

Modifying Fleets

To enter another fleet, click the **Add Another Fleet** button.

To delete a fleet, click the box next to the fleet you wish to delete, and then click the

✕ Delete Checked Rows button.

Adding Comments/Notes

Creating useful comments assists SmartWay tool reviewers in approving your tool as quickly as possible. Your comments help reviewers understand your business model. Any details that you can provide related to your business operations will speed up approval time.

⚠ Please note the **ADD COMMENTS** button located at the bottom of the screen. This allows you to enter notes about the collection process, your assumptions and methods, data, or other information. These details could prove useful for your reviewer when you or someone else fills out the tool next year.

If comments have been added for a particular screen, the **ADD COMMENTS** button will be highlighted in yellow on your screen and will now read **VIEW/EDIT COMMENTS** to indicate to your reviewer that there are comments to be read.

A **HELP** button is also available should you need assistance. You will also notice small gray icons with question marks [?] displayed throughout the tool. When clicked, these icons provide additional information about specific items located on the screen.

To proceed, click the **Characterize Fleets** tab at the top, or simply click the **NEXT** button at the bottom of the screen.

⚠ Before proceeding to the next tab however, a popup screen will appear asking you to verify that the name(s) of your fleet(s) are correct – see **Figure 19.**   *Please verify that the fleet name(s) are exactly as you want them to appear on the SmartWay website, indicating your participation in the SmartWay program. Note that if you enter your company name in all CAPS, that is how it will appear on the website.*   Click **OK** to proceed to the next screen, or **Cancel** to revise your fleet name(s).

Figure 19 Fleet Name Verification Message

Steps for Completing "Characterize Fleets" Tab:

Tab 2: Characterize Fleets is shown below:

Using data collected using Worksheet #3: Fleet Characterization, enter data for your first fleet:

For each fleet, fill out the **Operation Category (%)** information by indicating the percentage of operation on a mileage basis. Operational categories include:

- Truckload (TL)
- Less-than-truckload (LTL)
- Drayage
- Package delivery (PD)
-

Enter the percent of each operational type based on approximate mileage. This percentage calculation does not need to be exact but should be reasonably reflective of your fleet.

Next, fill out the **Body Type** fields, indicating the percentage by body type for each fleet. Body Type categories include:

- Dry van
- Refrigerated (Reefer)
- Flatbed
- Tanker
- Intermodal chassis containers (pooled and owned)
- Special hauler (e.g., Heavy Haul, Auto Carriers, Bulk Carriers, Household Moving, Hopper, Livestock, Garbage, Utility, and other specialized carriers)

The percentages specified can be approximate, based on vehicle populations. The percentages for each fleet must sum to 100%.

Once you are sure your information is input correctly, you may click the **CREATE FLEET(S)** button at the bottom of the page.

Automatic Backup Creation—Phase 2

Prior to generating the fleet shells, the system will automatically save your data and create a backup copy of your file that contains a suffix of "Phase2".

A message will appear indicating that you have successfully created your fleet data entry forms (blank data entry pages) for the reporting year. Click **OK** to proceed. You will then be returned to the **Home** screen.

If, at a point later in the data entry process, you realize that you need to add a new fleet or delete an existing fleet, you can return to the **Identify Fleets** tab. To add a new fleet, follow all of the instructions on the screen regarding defining your fleets, including clicking the **CREATE FLEET(S)** button. When you click this button, the system will create blank data entry forms only for the new fleet(s) you have added; the existing fleets will not be affected.

If you need to delete an existing fleet, simply check the box next to the fleet and then click the **Delete Checked Rows** button. Note that, if you have already generated data entry forms for the fleet you are deleting, the system will prompt you to confirm the deletion.

As on the other tabs there is a **HELP** button as well as an **ADD COMMENTS** button. Clicking **HOME** will take you back to the **Home** screen (see **Figure 20**).

Reviewing Fleet Status

On the **Home** screen, you will now see all the fleets you created listed in the window below item # 4: **Enter activity and fuel information for each of your fleets**.

There will be a status message after each fleet, indicating whether or not the data entry for that fleet is complete. The following information may appear beside a fleet name:

- **Not checked** - Data has not been entered yet.
- I**ncomplete** - Some data is still missing and/or inconsistent.
- **Complete** - All data requirements have been met and validation has occurred.

Figure 20 Home Screen with Fleet Status

In addition to the status indicators above, you may also see one of two qualifiers: "Errors" or "Warnings."

- **Errors** will prevent you from generating the **Internal Metrics Reports** and must be addressed before you can submit your tool to EPA (although you will be able to use the **Year-to-Year Comparison Report** to help identify missing data or otherwise clarify uncertainties by referring to previous year submittals).
- **Warnings** will still allow you to run the **Internal Metrics Reports** and submit your data to EPA. However, it is strongly recommended that you carefully review each warning message before sending your data to EPA so that you can anticipate questions that may come from a partner account manager (PAM) as a result of your data being outside the expected ranges. Addressing errors and warnings is described for subsequent input screens in the following sections.

To add data to a particular fleet, highlight the fleet name and then click **View or change the selected fleet**, or simply double-click on the name of the fleet. You will then proceed to the tool **Data Entry Screens**.

Section 4 Data Entry: Enter activity and fuel information for each of your fleets

PLEASE REFER TO **WORKHEET #3B: Fleet Characterization (pages 1 and 2)** to complete this section of the Truck Carrier FLEET Tool.

At this stage, you will be entering information about each fleet separately. For each fleet, you will now fill out the General Info Tab. This tab asks you to specify which fuels the fleet uses. When you select a fuel type, a tab for that fuel type becomes active and accessible, and will require data entry before you can submit the tool.

Steps for Completing "General Info" Tab

Figure XX: Data Entry Screen - General Info Tab

Enter the data as specified from your Worksheet #3B from Part 2 of this guide series. Use the instructions below if you have questions about filling in the data:

1. **Specify your long-haul vs. short-haul split**: Specify by using percentages. Inputting a value in one cell automatically populates the other cell to add up to 100. Long-haul is defined as any haul in excess of 200 miles.

2. **Fuel types found in this fleet**: Check the boxes for the fuel types you use. Once you check these boxes, the appropriate fuel type tab (along the top of the screen next to the General Info tab) will become active. If you click the **Diesel/Biodiesel** box, the grayed-out **Part 4: Particulate Matter Reduction** section will become active.

3. **Particulate Matter Reduction**: Check this box only if you have truck engines that are 2006 model year or earlier and are equipped with diesel retrofit particulate matter control devices (i.e., diesel oxidation catalysts (DOCs), particulate filters, or closed crankcase ventilation (CCV)). Later you will be able to provide information to calculate the particulate matter reduction associated with these technologies.

4. **Specify Percentage of Truckloads that Utilize 100% of Cargo Capacity**: Enter the percentage of your shipments that cube out before they weight out.

5. **Specify Commodities Shipped:** Click on the **View/Select Commodities** button to select which commodity categories you typically ship. Select <u>all</u> categories that apply to your fleets.

6. **Additional notes regarding fleet**: This box allows you to record additional information regarding this fleet. Storing information about the sources of data or methodologies will be useful here, especially for next year's update.

You can click the [VALIDATE SCREEN] button to make sure you have filled out everything on this tab properly.

You can also click on [VALIDATE SCREEN] to check your data entries across all tabs for the given fleet. Any data entry gaps or inconsistencies will be identified by the software. However, if validating the fleet, note that you will receive additional validation errors unless you have completed the data entry for *all* screens.

Click [HOME] or click on the **Diesel Vehicles** tab to proceed to the next step.

PLEASE REFER TO **WORKHEET #4A through 4F** to complete this section of the Truck Carrier FLEET Tool.
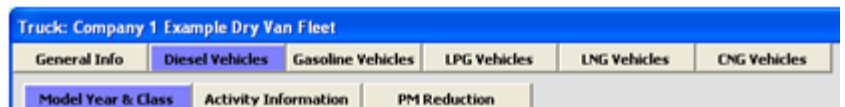
Under each fuel-type tab (Diesel, Gasoline, LPG, LNG, CNG) there are two sub-tabs for required data: the **Model Year & Class** sub-tab, and the **Activity Information** sub-tab. A third sub-tab, **PM Reduction**, will appear for diesel vehicles if you checked the **Particulate Matter Reduction** box on the **General Info** tab.

NOTE: For each fuel type that you identified in the general info tab, you will be **required** to complete a Model Year & Class tab AND an Activity Information Tab. If you do not complete these tabs for any of the fuels, your fleet will be marked as Not Complete on the **Home** screen and you will not be able to submit your tool.

 ***The following date entry guidance will use the Diesel Vehicles fuel sections as an example. ***

After completing the General Info tab, click on the **Diesel Vehicles** tab. You will automatically land on the Model year & Class tab for Diesel Vehicles. Figure XX below shows the layout of this tab.

Figure 21Data Entry Screen - Diesel Vehicles Tab / Model Year & Class Sub-tab

Steps for Completing the "Model Year & Class" Sub-tab

PLEASE REFER TO **WORKHEET #4A (page 1)** to complete this section of the Truck Carrier FLEET Tool.

- Begin by clicking the boxes at the top for each of the truck classes you operate in this fleet (i.e., 2b, 3, 4, 5, 6, 7, 8a, 8b). Example truck types are shown in silhouette above the check boxes, and additional examples will be listed on the screen when placing the mouse over these images.
- When a **Truck Class** box has been checked the data column will activate. Input the number of vehicles you have in each class, specifying the corresponding **engine** years (rather than the model years). Use the scroll bar to the right if you need to enter information for older model years.
- Truck class totals are calculated automatically for you and displayed along the top row. Totals by model year are shown in the left hand column.
- Check the box at the bottom of the screen to hide any unused truck classes if you wish.

NOTE: If you defined multiple fleets on the **Fleet Characterization** tab, and if you operate certain trucks across multiple fleets, please apportion your vehicle counts across the fleets to avoid double counting of your trucks. For example, if you operate the same 100 trucks across two fleets, with 20% of the truck mileage attributable to the first fleet, then enter 20 trucks for fleet #1, and 80 trucks for fleet #2.

You may now click **NEXT**, or click on the **Activity Information** sub-tab at top of the screen to proceed to the next section. Figure 22 below shows the layout of this tab.

Figure 22 Data Entry Screen - Diesel Vehicles Tab / Activity Information Sub-tab

The *red text* at the top left-hand corner of this input page indicates the fuel type for which you are entering data. Enter data for each fuel type you use within your fleet under separate tabs, including:

- Diesel and Biodiesel, entered under the same tab.
- Gasoline and ethanol, entered under the same tab.
- LPG, LNG, and CNG, each entered under separate tabs.

If you specified that you operate vehicles of more than one fuel type on the **General Info** tab, then you will also need to input data on the next fuel type tab. For instance, if you operate gasoline vehicles click on that **Gasoline Vehicles** tab on the main tab bar to enter your data.

Alert! Be careful to input data under the appropriate fuel tab!

Steps for Completing the "Activity Information" Sub-Tab

PLEASE REFER TO **WORKHEET #4A (page 2)** to complete this section of the Truck Carrier FLEET Tool.

Under each fuel type tab's **Activity Information** sub-tab, you will see two main sections to input data:

- **Overall Fleet & Data Source** section (with a green header); and
- **By Truck Class** section (with a blue header).

To enter data for this tab:

- First click the **Add** button under the **Overall Fleet & Data Source** section to specify where you obtained your data for each row. (Once the data is entered, the Data Source buttons will read **Edit**, allowing you to change your choices later.)
- Use the pull-down menus on the **Data Source Description** popup screens to specify the source of information for each Data Type (listed in red at the top of the form). The data source information you specify are assumed to apply across all vehicle classes in your fleet.

NOTE: EPA is collecting this information about data sources as a way of validating data and establishing the accuracy of data inputs within the tool. Please enter your selected data sources in Worksheet #4A—a helpful reference table with recommended sources is included in this guide on pages 13-15 of Part 2 of this guidance series.

Figure 23 SmartWay Data Source Description Screen

- For each data type you must first specify the general type of data source. For example, total mileage data may be obtained from interstate records (i.e., IFTA form 441) or intrastate records (i.e., state taxes).
- Next, additional detail must be provided regarding *how* the particular data was collected (e.g., via GPS or odometer readings). If the data source selected is "Other", you must provide additional detail in the text box at the bottom of the form regarding the information sources and methodology used to develop your estimates. There should be enough detail to confirm data validity.

Once your data sources have been selected, input the requested activity information for the reporting period, for each truck class in the white empty cells to the right.

Please see Part 2 of this series for detailed information for each data type required by the tool.

- Total Miles Driven: Input the total miles driven collectively by this fleet by vehicle class.
- Revenue Miles Driven: Input the number of miles your fleet drove that were charged to a customer account.
- Empty Miles Driven: Input the total number of empty miles travelled by your fleet. Empty is defined as zero cargo. The number of empty miles will not affect your SmartWay score. Companies in categories with high empty miles, such as tanker operations, will not be negatively affected by high empty-mile values.
- Gallons of Fuel Used: Input all the gallons of fuel used by your fleet in the past 12 month reporting period. This includes any gallons with biofuels (biodiesel for diesel vehicles, ethanol for gasoline vehicles). It also includes gallons used for refrigeration, bunk heaters, yard moves, or any other gallons directly attributable to transportation. It does NOT include gallons used in heating buildings, forklifts, or other non-transportation sources.

  Gallons of fuel may be input directly or may be allocated based on class-level MPG estimates using the **Allocate Diesel Using Class MPG** button underneath the fuel data entry cells. **Figure 24** shows the **Fuel Allocator Worksheet**. Total miles for each truck class must be entered before you can open the worksheet.

Figure 24 Fuel Allocator Worksheet

The **Fuel Allocator Worksheet** requires you to input your estimate for total fuel consumption for your entire fleet across all vehicle classes, as well as an MPG estimate for each truck class. The total fleet level fuel consumption values will provide the basis for estimating carbon performance metrics for your fleet.

Only those truck classes selected on the **Model Year and Class** tab will be displayed on the **Fuel Allocator Worksheet**. Using the annual mileage estimates entered on the **Activity** sub-tab, class specific fuel consumption levels are estimated. If the sum of the class level estimates is within 2% of the total fuel consumption level entered at the top of the form, then a "**Match**" is indicated, and you may proceed back to the **Activity** sub-tab by pressing **OK**.[1] If "**No Match**" is indicated, please adjust your total fuel consumption estimate and/or your class level mpg estimates until a "**Match**" is obtained.

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[1] Although the calculated and total fuel consumption values are within 2%, the values may not match exactly. Prior to writing the fuel consumption values to the Activity sub-tab, the calculator will proportionally adjust your class level fuel consumption estimates to match your entered fleet total value.

Once specified for each class on the **Activity** sub-tab, the total fleet gallons will be summed and displayed in the **Overall Fleet** column.

- Calculated Gallons Use: Not an input - Miles per gallon estimates are calculated for each truck class, based on the input values for miles and gallons.
This is provided as a validation check for users, although you may double-click on this cell when highlighted (in yellow or red after clicking [**VALIDATE SCREEN**] or [**VALIDATE FLEET**], or [**HOME**]) to provide an explanation for high/low values – see additional information below regarding validation within the tool.

- Gallons of Biodiesel (Diesel Vehicles tab only): If your fleet consumed any amount of biodiesel during the reporting period, click the **Input Biodiesel** button and specify your biodiesel volumes by blend level in the **Biofuel Blend Worksheet**, shown in **Figure 25**. (A similar worksheet is available for ethanol use under the **Gasoline** tab – see below.) Use your best estimates when completing the worksheet.

PLEASE REFER TO **WORKHEET #4B** to complete this section of the Truck Carrier FLEET Tool.

Figure 25 SmartWay Biodiesel Blend Worksheet

After completing the **Biofuel Blend Worksheet**, click **OK** and the B100-equivalent gallons will be shown on the **Activity** sub-tab for the fleet as a whole. The Truck tool will assume that these gallons are allocated proportionally across all vehicle classes (weighted by gallons of diesel used) in order to calculate emissions.

- Gallons of Ethanol (Gasoline Vehicles tab only): If your fleet consumed any amount of ethanol during the reporting period, click the **Input Ethanol** button and specify your ethanol volumes by blend level (E10 or E85) in the **Ethanol Blend Worksheet**, shown in **Figure 26**.

PLEASE REFER TO **WORKHEET #4B to** complete this section of the Truck Carrier FLEET Tool.
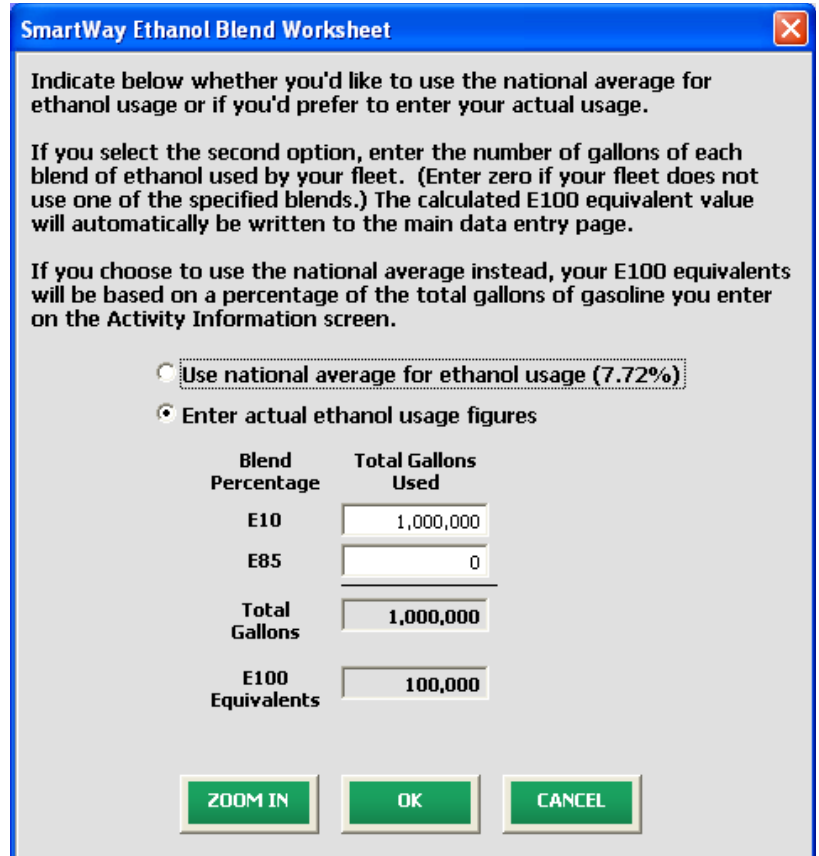
If you know the volume of ethanol used by your fleet, specify the volume in gallons for each blend level (E10 and/or E85), ensuring that the total volume specified does not exceed the gasoline gallon data entry provided on the

Figure 26 SmartWay Ethanol Blend Worksheet

Activity sub-tab. Alternatively, if you do not know the volume of ethanol used by your fleet, select the "Use national average". In either case, the total volume of ethanol at each blend level will be allocated across the different truck classes in your fleet in proportion to the total gallons of gasoline used.

- Average Payload (tons) – Cargo Weight Only: Average payloads and cargo capacity volumes may be input directly into the **Activity** screen cells if either of the **Bills of Lading** data source options are selected. If the **SmartWay Payload Calculator** data source option is selected, then you must use the **Calc Payload** button to input your payload information by truck class and general body type. If the appropriate body type is not listed on the payload calculator, select the "Other" body type category at the bottom of the list. Payloads can be expressed in either pounds or short tons (2,000 pounds), and should represent the average cargo weight per loaded trip. Once input for each truck class, fleet average payloads across all classes will then be calculated, weighted by number of trucks in each class, and displayed in the **Overall Fleet** column on the **Activity** sub-tab.

PLEASE REFER TO **WORKHEET #4C** to complete this section of the Truck Carrier FLEET Tool.

Figure 27 shows the **Payload Calculator** worksheet for Class 8b vehicles. (Similar worksheets are provided for each truck class.)

Figure 27 Payload Calculator Worksheet – Class 8B Vehicles

In the above example, the Class 8B fleet consists of three body types: dry van single trailer, dry van double trailer, and reefer. (Additional body types may be selected using the scroll bar to the right.) The fleet operator has chosen to allocate activity across these body types by # miles travelled - see **Allocation Method** selection cell at the top left of the screen. Potential allocation methods include:

- # miles by class
- # trips by class
- % of operation by class
- # vehicles by class

In general, the **# of miles by class method is preferred**, corresponding most closely to the fleet performance metrics of interest (e.g., grams per mile, grams per ton-mile, etc.). On the other hand, the # of vehicles by class option is the least preferred of these options, as the body type vehicle count does not necessarily correlate closely with the performance metrics. In all cases, the values entered for each body type provide the basis for calculating the weighted average payload value for the class as a whole. For example, by specifying the mileage associated with each body type, the relative miles per year will be used to weight your payload estimates to calculate a truck class average.

Once the miles per year values are entered for each body type, the worksheet validates the entries. If the sum of the by-body type values is within 2% of the class level mileage totals from the **Activity** sub-tab, a "**Match**" is indicated and the user may proceed with the rest of the data entry. Otherwise "**No Match**" is indicated and the sub-class level mileage values must be revised until "**Match**" is indicated. A similar matching validation is also performed if the # of vehicles is selected as the allocation method. Independent matching cannot be performed for the # of trips or % of operation allocation methods, however.

Next, average payload values are specified for each body type selected. Precise payload estimates may be entered directly, as was done for the Reefer category above, or by selecting from pre-defined ranges, defined as Ranges 1 – 5. Range 1 represents the lowest payload values available, Range 5 the highest. Specific range values were determined based on reported industry payload distributions, and are discussed in detail in the Truck Tool Technical Documentation (http://epa.gov/smartway/documents/partnership/trucks/techdoc.pdf).

If an exact payload value is input, an explanation must be provided to the right describing how the value was estimated. In addition, if Range 1 (extreme low) or Range 5 (extreme high) values are selected, similar explanations must be provided summarizing the reasons for the unusual payload values. For example, you may explain that a flatbed fleet is regularly used to transport heavy construction equipment.

Once the payload calculator inputs have been completed, a class-average payload value will be calculated and displayed at the upper right of the calculator screen. This value is simply the average of the body-type payloads, weighted by the chosen allocation factors (in this case, mileage). This average payload value will then be written to the **Activity** sub-tab upon clicking **OK**.

Once specified for each class, the fleet-average payload will be calculated (weighted by the number of trucks per class) and displayed in the **Overall Fleet** column on the **Activity** sub-tab.

PLEASE REFER TO **WORKHEET #4D** to complete the next two sections of the Truck Carrier FLEET Tool.

- Average Capacity Volume (cubic feet): Use the **Calc Volume** button to input your capacity information by class and body type. Volumes are specific to each major body

type/configuration, and are expressed in cubic feet. Volume refers to the total cargo carrying capacity of your vehicles, not the utilized space on the vehicles. The volume calculator worksheet for truck classes 2b through 7 follow the same format as the average payload calculators, with various body type selections available.

NOTE: When using the payload and volume calculators for class 2b through 7 trucks, make sure the body types selected are consistent across both calculators. Otherwise the tool will flag these data entries as errors during validation.

The volume calculator worksheet for classes 8a and 8b reflect a range of different, standard trailer and container configurations. **Figure 30** shows an example worksheet for Class 8b vehicles.

Figure 28 Volume Calculator Worksheet – Class 8b Vehicles

Once specified for each class, the fleet-average capacity volume will be calculated (weighted by the number of trucks per class) and displayed in the **Overall Fleet** column on the **Activity** sub-tab.

- % Capacity Utilization (excluding empty miles): For this entry, do not factor in empty miles. Percent utilization applies *only* to loaded (non-empty) miles. For most carriers, this will reflect your loaded volumetric fill rate. LTL carriers should estimate the weighted average fill rate over the span of operations. Flatbed haulers may estimate fill rate based on deck area covered. Auto carriers may estimate based on percent of car slots filled.
  Again, do not factor in empty miles for percent utilization. Percent utilization applies only to loaded (non-empty) miles.

  Once specified for each class, the fleet-average percent capacity utilization will be calculated (weighted by the number of trucks per class) and displayed in the **Overall Fleet** column.

  PLEASE REFER TO **WORKHEET #4E** to complete the next three sections of the Truck Carrier FLEET Tool.

- % Highway or Rural Driving: Within the **Road Type / Speed Category** popup screen, indicate the percentage of total miles by class spent driving in highway or rural conditions – e.g., on restricted access roads (freeways) or in non-urban areas.
- Average Urban Speed Distribution: Within the **Road Type / Speed Category** popup screen, input the percent of total miles by class spent driving in urban conditions (e.g., on unrestricted access surface streets in urban areas), by speed category (0 – 25 / 35 – 50 / 50+ mph). This data should be available from your vehicles' electronic control modules (ECM). If you do not know your speed distribution for urban areas, you may check the box labeled "Populate the urban driving fields with default values", and default percentages will be calculated based on data from EPA's MOVES model, adjusted for the Highway/Rural Driving percentage specified. (For further details see the Truck Tool Technical Documentation available at http://epa.gov/smartway/transport/documents/fleet-models/truckingmodel-technicaldoc-recent.pdf).
- Average Annual Idle Hours per Truck: Enter the average annual idle hours per truck by class. Alternatively you can click on the **Calculate Idle Hours per Truck** button at right to calculate this value based on fleet totals. **Figure 31** shows the **Idle Hours Calculator** screen. Separate values should be input for short duration (less than 15 consecutive minutes) and long-duration (greater than 15 minutes) idling.[2] Once input for each truck class, click **OK** and the idle hours for each class will be presented on the **Activity** sub-tab. In addition, fleet-average idle hours across all truck classes are then calculated (weighted by vehicle counts) and displayed in the **Overall Fleet** column.

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[2] NOx and PM emission rates are different for short and long-duration idling, reflecting the varying engine loads and operating temperatures for these events. At this time the SmartWay emission calculations do not distinguish between these events, although different emission factors may be integrated in future versions of the model.

Figure 29 Idle Hours Calculator

After completion, if you are using PM reduction equipment click on the **PM Reduction** sub-tab at the top to proceed to the next section.

If you have finished inputting data for this fuel type, click on the tab for the next fuel type and complete all screens as indicated in the previous sections.

If you have finished inputting data for all of your fuel types, click the [HOME] button to return to the **Home** screen.

Remember! You must complete the Model Year & Class and Activity Information sub-tabs for <u>each</u> of the fuel types you operate.

Do NOT move on if you have not completed the data input for each of your fuel types, or if you have received "no match" messages.

Steps for Completed the "Diesel Vehicles Tab: PM Reduction" Sub-Tab

PLEASE REFER TO **WORKHEET #4F** to complete the next three sections of the Truck Carrier FLEET Tool.

The **PM Reduction** sub-tab is for fleets that have installed retrofit equipment on pre-2007 engines. Click the radial button to select the type of device (DOC, CCV, or PM trap), and then enter the number of trucks equipped with the device by <u>engine</u> (not vehicle) model year. To input data for multiple devices, click the radial button for the next type of device after completing input for the initial device, and fill out the new blank fields that appear.

Figure 30 Data Entry Screen - Diesel Vehicles Tab / Particulate Matter Reduction Sub-tab

Totals for any given model year cannot exceed the totals specified on the **Model Year & Class** tab. While CCVs may be installed in combination with either DOCs or PM traps, it is assumed that DOC and PM trap applications are mutually exclusive. As such, the sum of DOC and PM trap trucks cannot exceed the totals specified on the **Model Year & Class** tab.

When done, you can click on ![VALIDATE SCREEN] to make sure you have filled out everything properly on this tab. Then click the ![HOME] button to return to the **Home** screen.

Data Validation

As discussed, certain validation checks are embedded at different points in the tool to ensure data quality. For example, checks on total mileage or number of vehicles may be made before exiting the Payload and Volume calculators. However, additional validation checks are made before exiting other input screens throughout the tool. Critical checks are made regarding calculated miles per gallon (by class), annual miles per truck, and a number of other inputs, to help ensure the reasonableness and quality of Partner data. (Please refer to the **Truck Tool Technical Documentation** for a detailed discussion of the validation criteria used within the tool.)

At any time you can click the **Validate Screen** or **Validate Fleet** buttons at the bottom of the screens to make sure you have filled out everything properly. Note that by clicking **Validate Fleet** you will receive information regarding missing or out-of-bounds values for *all* input screens, not just the current page. If you have completed all required data entry on the **Activity** sub-tab, and no potential errors are identified, the following message will be displayed. Click **OK** to proceed.
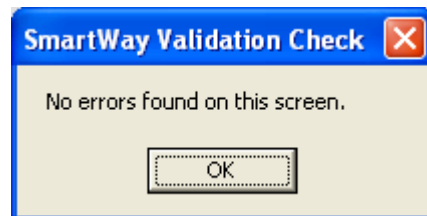
If missing or potentially erroneous inputs are identified, you will see the following message.
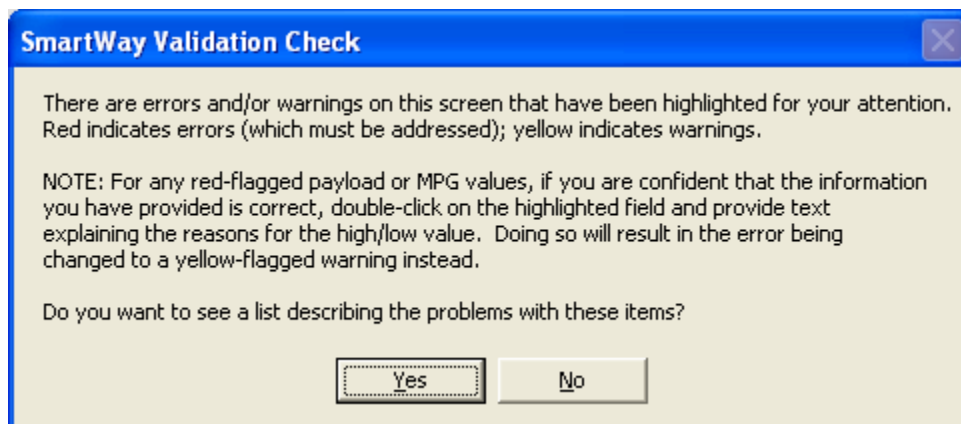
Click **Yes** to see a complete list of validation errors/warnings. An example **Validation Check** results screen is provided in **Figure 31**. The **blue links** at the bottom of the screen provide additional information to assist you in correcting any errors. Specific information is also provided regarding any values that are unusually high or low compared to industry averages (e.g., see the first and second entries). In this case, four possible data entry errors were identified for correction: one involving a suspiciously high average miles per year value, one for a high MPG value, one for a missing value, and one for an unacceptable idle hour estimate. Three of the four messages involve errors that <u>must be addressed</u> through modification of the data entry (message #3 and #4), or by providing a text justification of the value by double-clicking on the highlighted cell (message #2). All three of these items must be addressed before the tool may be submitted to EPA. The remaining item (#1) is listed as a warning, and does not have to be addressed before submittal to EPA, although you may provide documentation for this value by double-clicking on this cell if you wish.
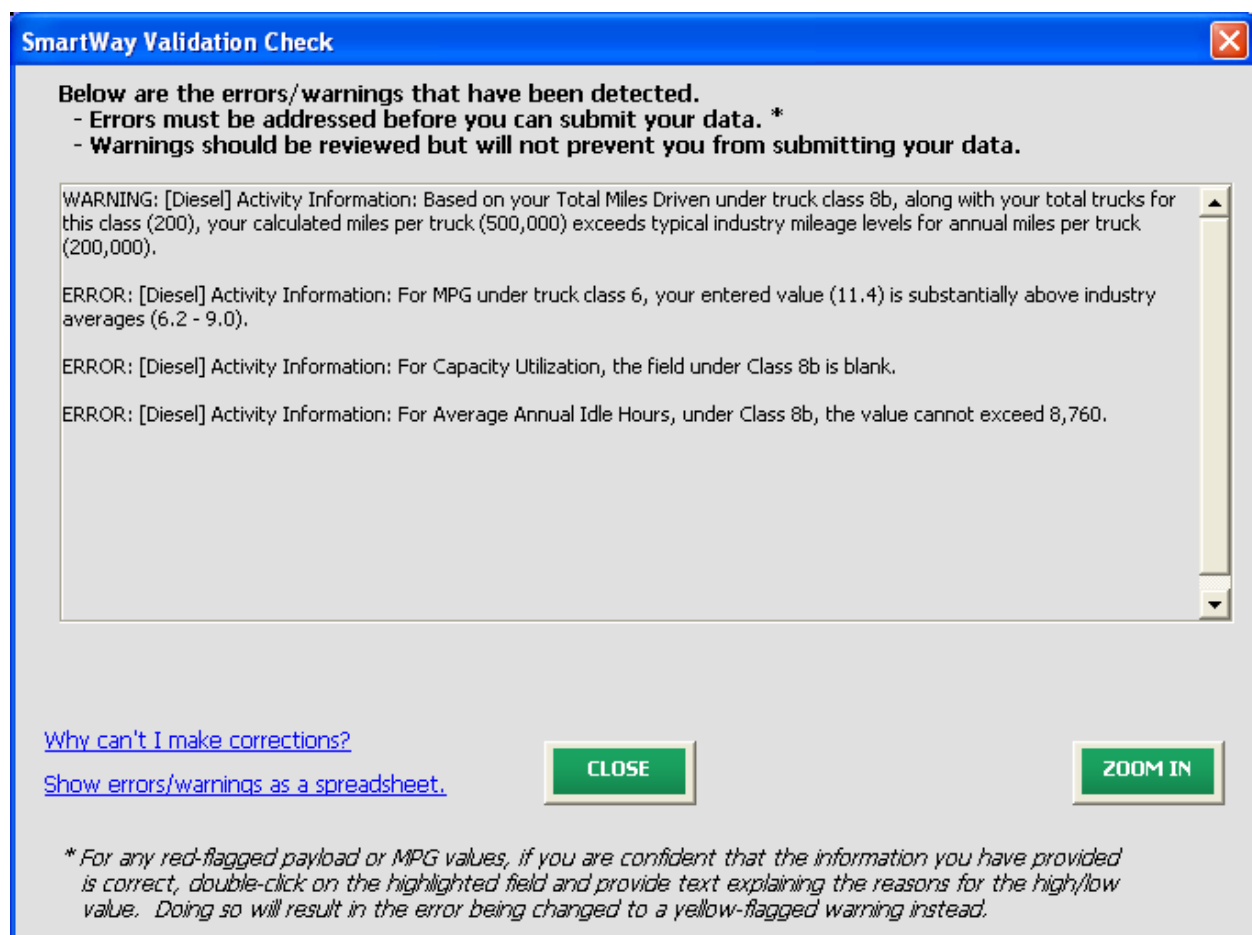

Figure 31 Validation Check – Example Results Screen

Once you close the **Validation Check** screen, you will see warnings and errors highlighted in a red or yellow on the **Activity** screen, as shown in **Figure 32**.[3] Entering new data in a highlighted cell will cause the colored border to disappear, ***even if the new value is still invalid***. To check the validity of your newly entered data, click the **Validate Screen** button again and repeat the procedure described above as necessary.

Figure 32 Validation Check – Highlighted Activity Screen

Follow these steps to check the different types of validation warnings/errors.

- First ensure that any highlighted blank cells are completed, and that all standard range checks are satisfied (e.g., all percentages must be between 0 and 100, idle hours per truck cannot exceed total hours in a year, etc.).
- If Total Miles entries are highlighted for any truck class, this means that the expected annual miles per truck have been exceeded (125,000 mi/yr for classes 2b – 7, and 200,000 mi/yr for class 8s). Calculated annual mileage values are shown on the **Validation Check** screen. You may revise these values by adjusting either Total Miles OR the number of trucks (on the **Model Year and Class** tab). Unless the calculated mileage value is greater than the absolute maximum

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[3] This functionality is available for other screens as well.

allowed (500,000 mi/yr), you may leave these values as they are. In this case your fleet will be flagged "Complete with Warnings" on the **Home** page.

- If any calculated MPG values are highlighted, you may revise these values by changing either Total Miles OR Gallons Used. You may also double-click on the highlighted MPG cell to obtain a popup screen with additional information, as shown in **Figure 35**. This form presents the expected MPG range based on typical industry performance, as well as the calculated value for your fleet. If you believe this value is accurate, please enter a brief summary in the text box explaining the reasons for the high/low MPG value and click **OK** to return to the **Activity** screen. (In this case your fleet will be flagged "Complete with Warnings" on the **Home** page.) Otherwise click **CANCEL** to revise your Total Miles and/or Gallons Used entries.
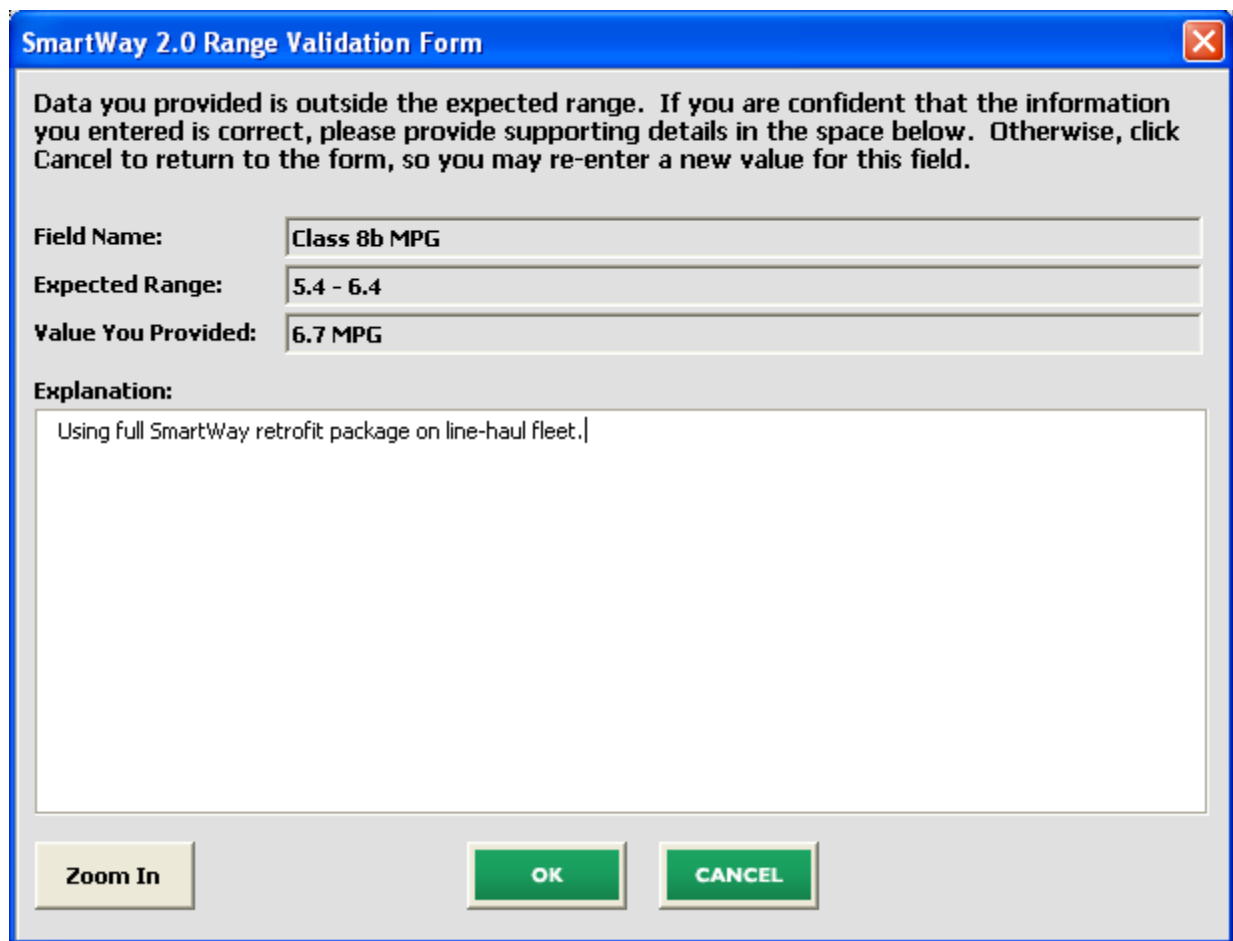
SmartWay 2.0 Range Validation Form

Data you provided is outside the expected range. If you are confident that the information you entered is correct, please provide supporting details in the space below. Otherwise, click Cancel to return to the form, so you may re-enter a new value for this field.

Field Name: Class 8b MPG

Expected Range: 5.4 - 6.4

Value You Provided: 6.7 MPG

Explanation:

Using full SmartWay retrofit package on line-haul fleet.

Zoom In   OK   CANCEL

Figure 33 Validation Check – Example MPG Range Validation Form

Once all potential validation errors have been corrected or otherwise verified as accurate, click **HOME** to proceed to the next step.

Viewing Fleet Performance Summary Data

Once you have returned to the **Home** screen, notice that the fleet that you filled out and validated now identifies its status as "Complete." You may now highlight the next fleet if you have another one to complete.   In this example, the "Company 1 Example Flatbed Fleet" fleet remains to be finished. Fill out unfinished fleets in the same manner as the previous fleet.

Figure 34 Home Screen - After Completing the Data Entry/Modification Process for First Fleet

Once you have filled out information for all your fleets, be sure that all fleets show "Complete" or "Complete with Warnings" beside the fleet name. If and only if all fleets are marked as such, you can move on to the next step. If one or more fleets are not marked as such, review the data you entered for errors or omissions.

Once you are ready to continue, click **View Fleet Performance Summary** which will take you to the following screen:
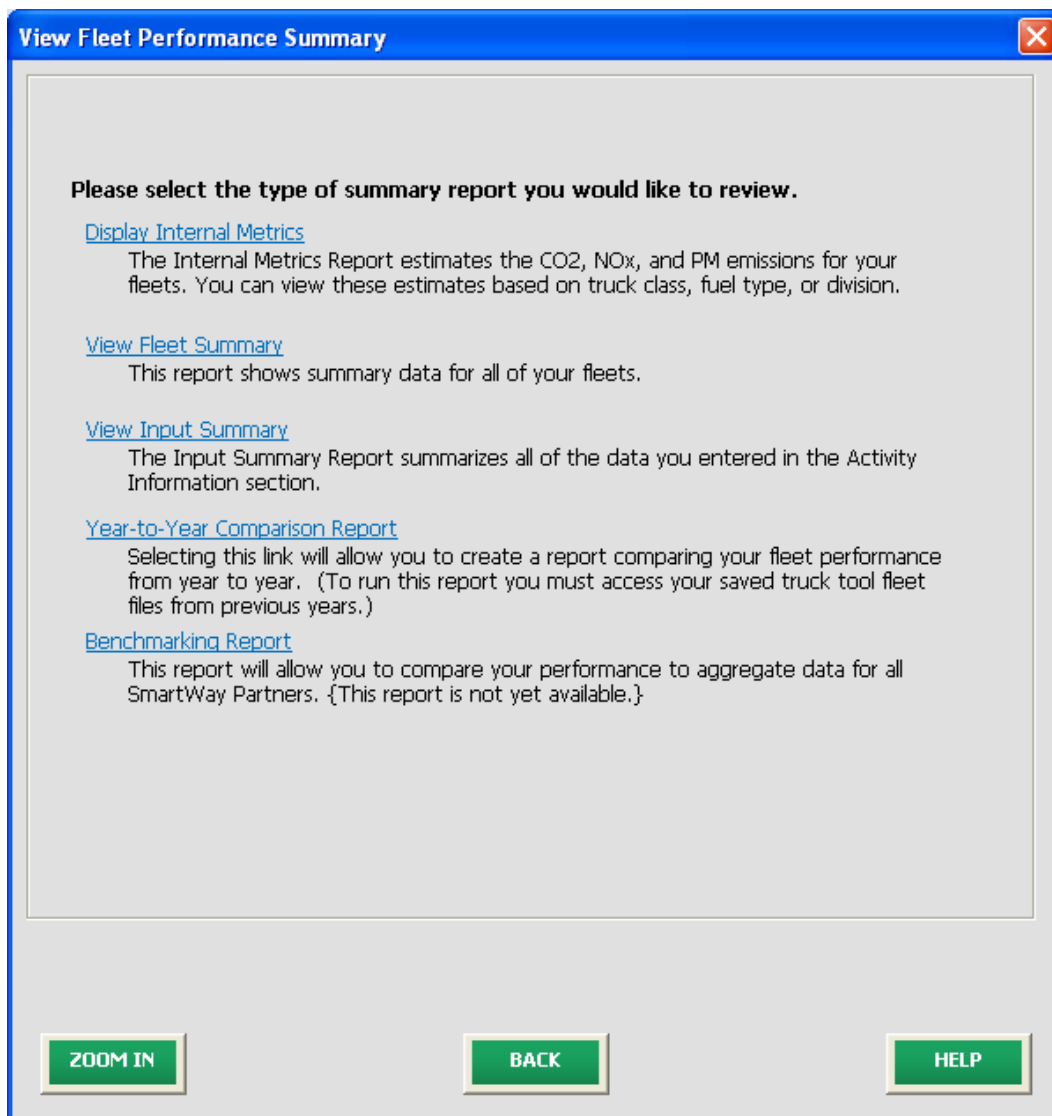
Figure 35 View Fleet Performance Summary Screen

Clicking any of the **blue links** will display the indicated data (except **Benchmarking Report**, which is not available at this time). If you click **Display Internal Metrics** you will be asked to specify the level of detail/aggregation you wish to display, and the performance metrics of interest, as shown in **Figure 36**.
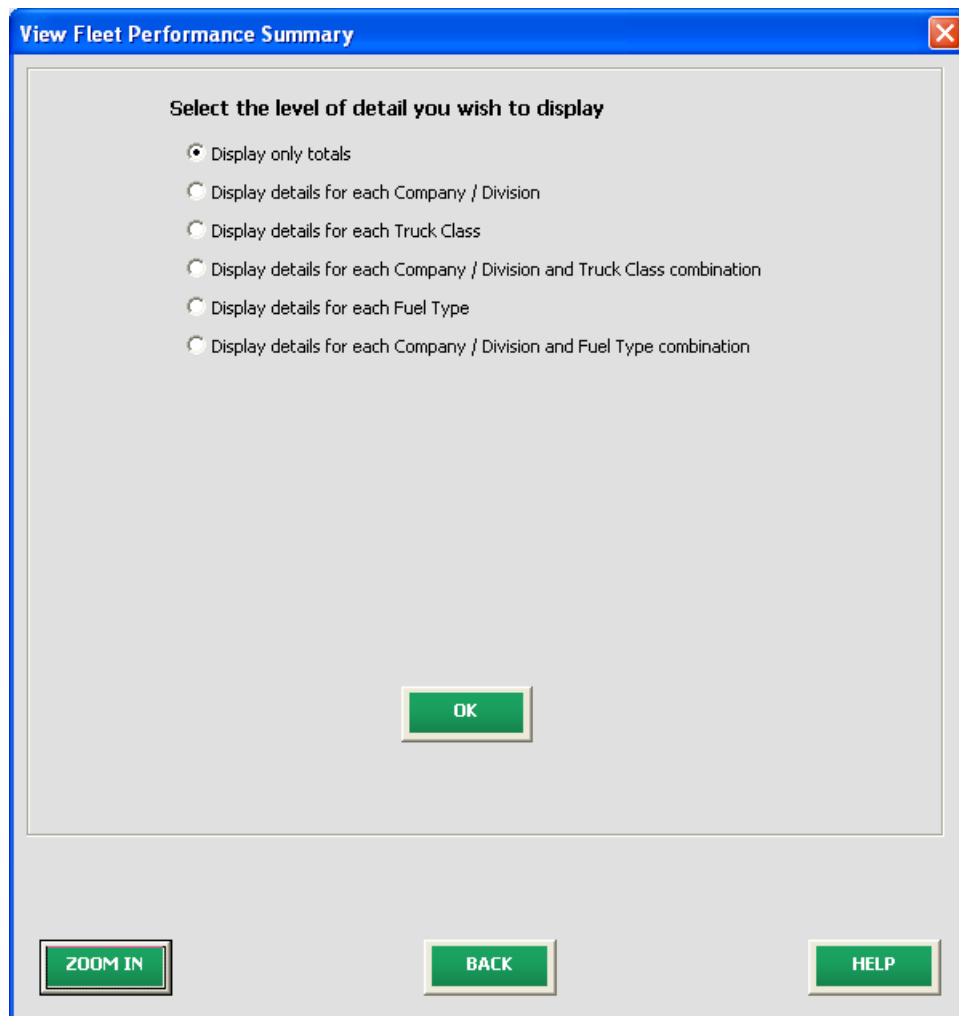
Figure 36 View Fleet Performance Summary – Report Detail Selection

Clicking on any of the summary report types will take you to a screen allowing you to preview and print your reports. **Figure 37** shows one of many sample reports that the tool can generate for you, in this case summarizing emission reductions in tons and assorted performance metrics at the fleet level. These reports will prove useful for your company's evaluation and improvement efforts.
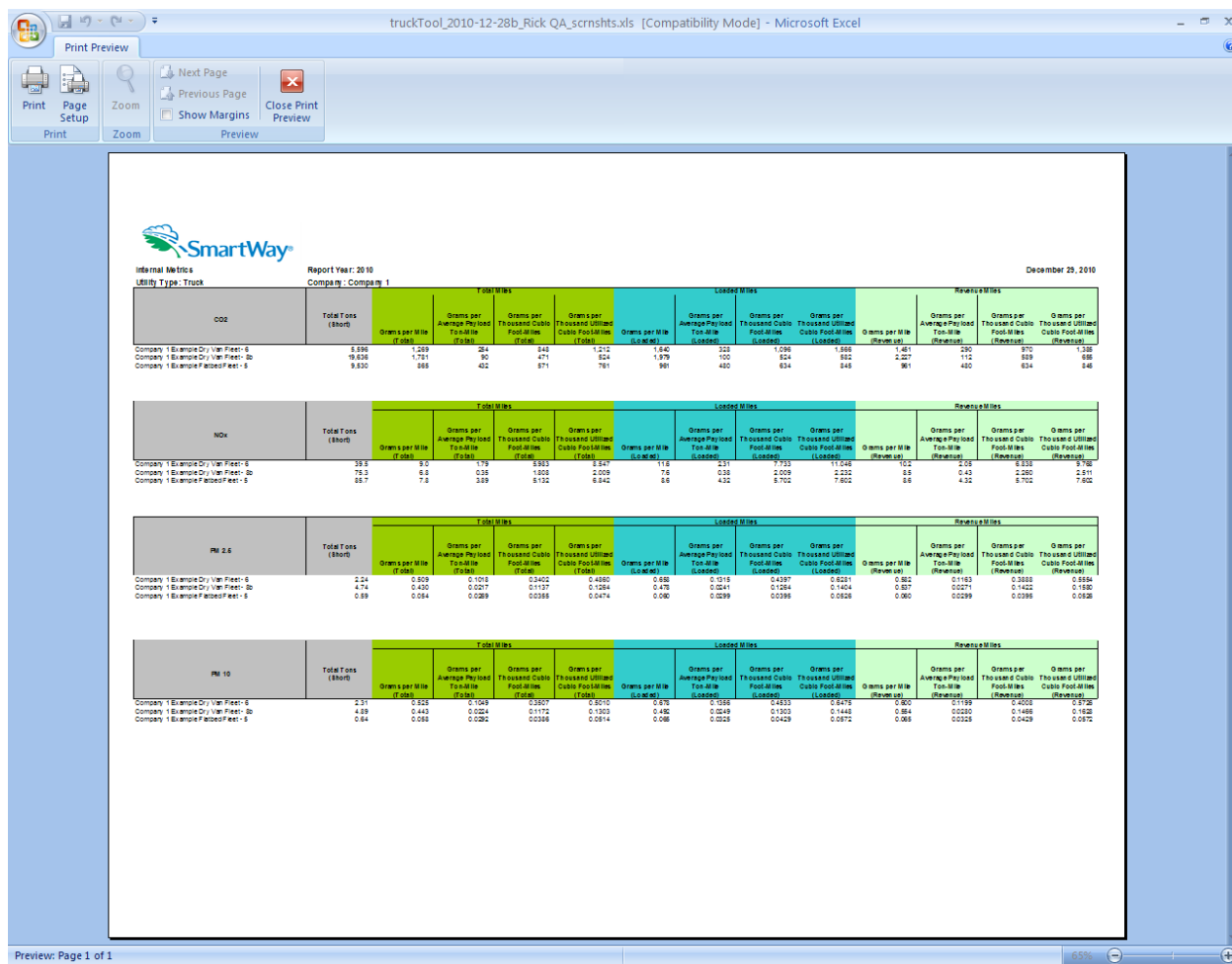
Figure 37 Example of Completed Report

The **Year-to-Year Comparison Report** allows the user to compare the fleet characteristic and activity values, as well as CO_2 performance metrics across two different reporting years. This report is particularly helpful in identifying any changes that may have occurred since your last reporting period, determine trends in activity and performance over multiple years, and to perform general quality assurance of the inputs used for your current fleet files. You make access this report from the **View Fleet Performance Summary** screen or from the link under item #5 (**View Output**) on the **Home** page. Again, this will only be operative if both years are in the same folder on your hard drive.

Figure 38 shows the data entry screen for the comparison report. First specify the reporting years which you would like to compare under item #1. Note that your most recent year's data is already "loaded", including the data you have entered for your current fleet(s). In order to load data for prior year fleets, specify the reporting year of interest and click the **Load Data** button. A screen will appear allowing you to specify the location of your prior year fleet file, using the **Browse** button as shown in **Figure 39**.

Figure 38 Year-to-Year Comparison Report Input Screen

Figure 39 Data Load Screen for Year-to-Year Comparison Report

Once your comparison years have been specified and your prior year data loaded into the Truck Tool, you should specify how to display your fuel information: in diesel-equivalent gallons, gasoline-equivalent gallons, or simply in U.S. gallons. Specifying diesel or gasoline-equivalent gallons is useful for comparing miles per gallon metrics when a fleet contains multiple fuel types.

Next you can specify whether you want to compare one or more individual fleets (select "Fleet-Level", or if the comparison should aggregate all fleets ("Company-Level"). Once specified, click the "RUN REPORT" button to view the line-item data entry comparisons. An example report is presented in **Figure 40**.

January 27, 2011

Tool Type: Truck Company: Company 1

	Change %	Change Amount		2010	2009
Fleet Name(s)				Company 1 Example Dry Van Fleet	Company 1 Example Dry Van Fleet
Primary Contact(s)				John Sample	John Sample
Contact Phone(s)		X		(512) 555-1212 / 32	(512) 555-1212 / 26
SCAC(s)				ADDG, GHCV	ADDG, GHCV
MCN(s)				#1234567	#1234567
Fleet Type(s)				For-Hire	For-Hire
Operation / Body Type				TL / DryVan	TL / DryVan
Miles Per Gallon (DGE)*	3.1%	0.20		6.61	6.41
Miles Per Truck	0.5%	238		46,667	46,429
Average Payload (tons)	2.3%	0.4		15.9	15.5
Average Volume (cu ft)	-0.9%	-30		3,165	3,195
Average Capacity Utilization				83%	83%
Total Trucks	7.1%	20		300	280
Class 2b		-		-	-
Class 3		-		-	-
Class 4		-		-	-
Class 5		-		-	-
Class 6	11.1%	10		100	90
Class 7		-		-	-
Class 8a		-		-	-
Class 8b	5.3%	10		200	190
Total Miles Driven	7.7%	1,000,000		14,000,000	13,000,000
Revenue Miles Driven	3.6%	400,000		11,500,000	11,100,000
Empty Miles Driven	-0.3%	-6,000		1,905,000	1,911,000
Total Gallons of Fuel (DGE)*	4.4%	90,000		2,118,332	2,028,332
Diesel (DGE)*	4.5%	90,000		2,100,000	2,010,000
Biodiesel (DGE)*	0.0%	0		18,332	18,332
Gasoline (DGE)*		-		-	-
Ethanol (DGE)*		-		-	-
Other (DGE)*		-		-	-
Tons of CO_2	4.5%	1,010		23,549	22,539
CO_2 g/mile	-3.0%	-47		1,526	1,573
CO_2 g/ton-mile	-4.9%	-5		93	98
CO_2 g/1000 cuft-mile	-1.8%	-8		465	473
CO_2 g/utilized 1000 cuft-mile	-3.3%	-18		532	550

* Diesel Gallon Equivalents

Figure 40 Example Year-to-Year Comparison Report

The example above indicates a change in phone number has occurred since 2009, with no other changes in basic contact and fleet characteristic information. Comparisons are also shown for a number of activity parameters including:

- average payload
- average volume
- average capacity utilization
- number of trucks by class
- total, revenue, and empty miles driven
- total gallons of fuel used (in this case in diesel-equivalent gallons)

A variety of calculated annual performance metrics are also shown including:

- miles per gallon (here in diesel-equivalent gallons)
- miles per truck
- tons of CO_2
- grams CO_2 per mile
- grams CO_2 per ton-mile
- grams CO_2 per 1,000 cubic foot-miles
- grams CO_2 per utilized 1,000 cubic foot-miles

Percentage changes are also indicated for each of these items, relative to the earlier year baseline values.

Submitting Data to SmartWay

Congratulations! You are now ready to send your data to EPA.

Click the **Create final version to submit to EPA** link, which will create a file with the following naming convention:

CompanyName_Type_Year_ Truck_V0.xls

E.g. ABCompany_Baseline_2010_Truck_V0.xls

where **CompanyName** is your company's name, **Type** indicates whether you are submitting baseline or updated data, and **Year** indicates the year for which you are submitting your data.

The system will display a message indicating that an Excel file will be created with your company's name as part of the file name. The file will be saved to the same folder where the tool itself is currently saved. You will need to locate the file and attach it in an e-mail to your Partner Account Manager (PAM).

NOTE: DO NOT ZIP the File. Send it to EPA as a normal file attached in an e-mail. EPA security will not allow zipped files through the EPA firewall.

The system will first display a message asking you to confirm your decision to save a copy of your tool on your hard drive. Upon clicking **OK**, the file will be saved, and the following instructions will appear. Follow these instructions for submitting your truck tool to SmartWay. Upon clicking **CLOSE** a screen will appear allowing you to close the Truck Carrier FLEET tool or return to the **Home** screen.
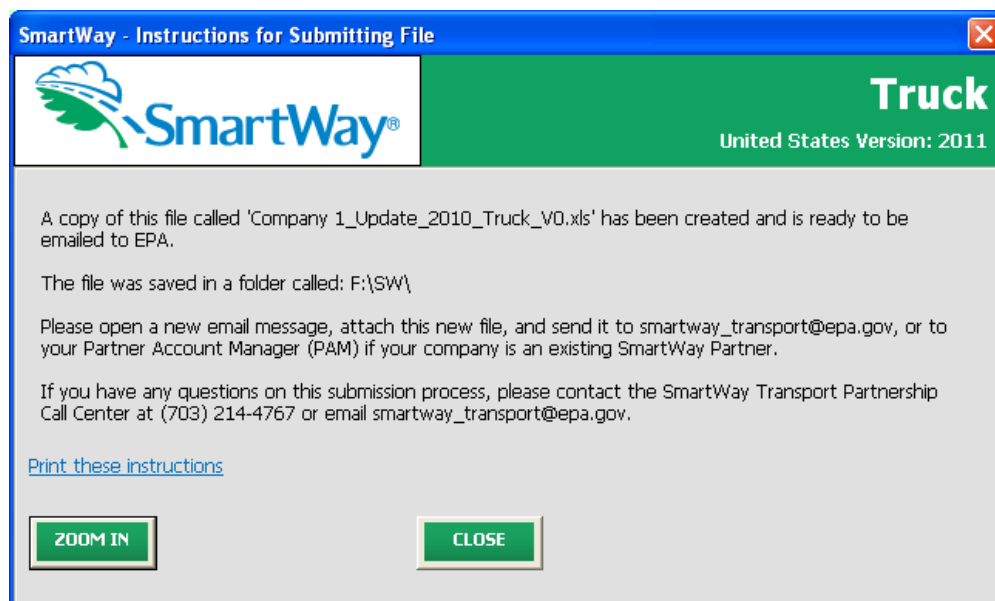

Figure 43. Data Submission Instructions

If you have any comments about the tool and/or User Guide, please submit these with your tool in a separate document.

Troubleshooting the Tool

Although the SmartWay tools have been tested extensively, you may encounter errors. Intermittent errors have been encountered when opening the tool directly from an e-mail rather than from a drive, or when multiple Excel files are open simultaneously. If you encounter an error during use of the tool, please try restarting the tool directly from a disk drive, with all other Excel files closed. In addition, make sure that your computer is using a system and application version validated for use with the SmartWay tools (Windows XP or later operating system, and Excel Office 2003 or 2007.)

If you continue to encounter problems, please make a screen capture of the error message, and save the tool at that point. (You can make a screen capture by pressing *Alt-Print Screen*, and then pasting the image into a document such as MS Word.) Then send the screenshot, along with the saved tool to your Partner Account Manager for further assistance.